

# Add Custom Vendor

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1

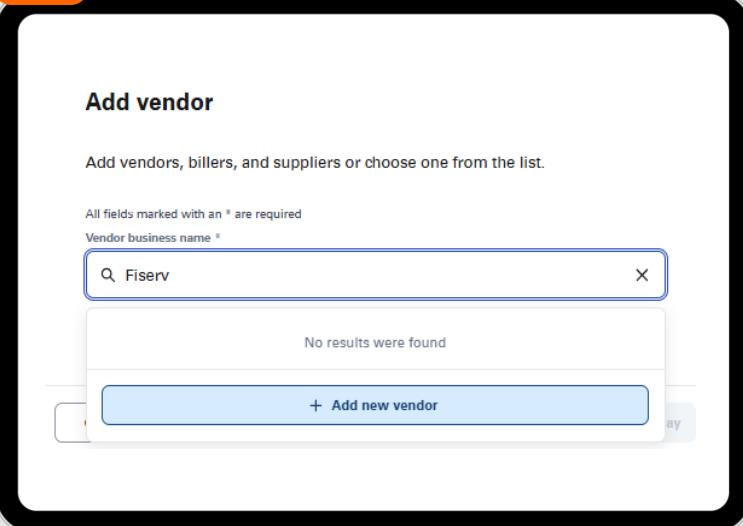
Pay bills

Settings

**Pay bills**

Vendors Bills Approvals Activity

Search vendors Search

**+ Add vendor**
- 

2

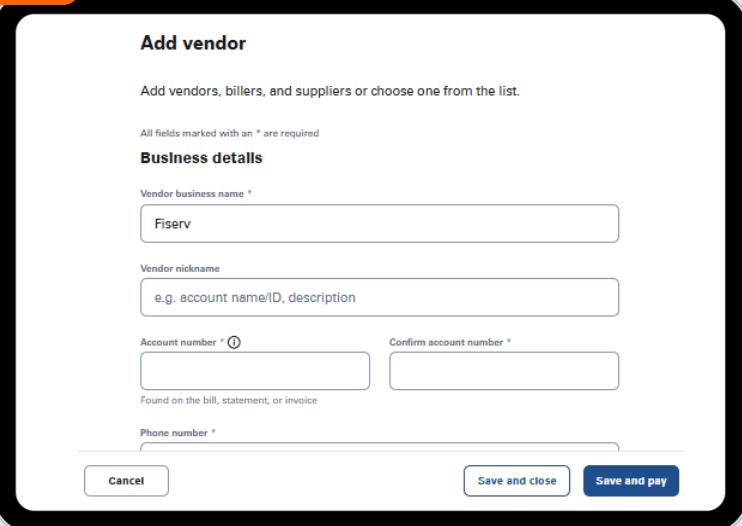
**Add vendor**

Add vendors, billers, and suppliers or choose one from the list.

All fields marked with an \* are required

Vendor business name \*

No results were found

**+ Add new vendor**
- 

3

**Add vendor**

Add vendors, billers, and suppliers or choose one from the list.

All fields marked with an \* are required

**Business details**

Vendor business name \*

Vendor nickname

e.g. account name/ID, description

Account number \*  Confirm account number \*

Phone number \*

**Cancel** **Save and close** **Save and pay**

From the "Vendors" inbox, Click "+ Add vendor" button.

Search for the vendor name. If the vendor does not show in the directory, click the "+ Add new vendor" button.

Add the required information. Click "Save and close" or "Save and pay." The vendor will appear in the "Vendors" inbox.